

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, December 19, 2016, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, Corday Goddard

MEMBERS EXCUSED: Andy Williams

OTHERS PRESENT: Cheryl Renier-Wigg, Robyn Hallet, Stephanie Schmutzer, Pat Leifker, Megan Walker, Cora Haltaufderheid, Matthew Sahs, and Michelle Heeler

APPROVAL OF MINUTES:

1. Approval of the minutes from the November 21, 2016, meeting of the Brown County Housing Authority.

A motion was made by A. Nicholson and seconded by C. Goddard to approve the minutes from the November 21, 2016, Brown County Housing Authority meeting. Motion carried.

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
P. Leifker reported that for the month of November there were 172 preliminary applications received.
 - B. Unit Count
The unit count for the month of November was 3,082.
 - C. Housing Assistance Payments Expenses
The HAP expenses totaled \$1,290,802.
 - D. Housing Quality Standard Inspection Compliance
There were a total of 327 inspections, of which 133 passed the initial inspection, 62 passed the reevaluation, 100 resulted in a fail, and 32 were no shows.

R. Hallet questioned why the number that passed the initial inspection was so low. P. Leifker responded that there is a new inspector. He added that the inspections are due to inspector subjectivity, and there is a learning curve.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
P. Leifker reported on data through October 2016. There were 231 port outs with an associated HAP expense of \$204,257. ICS was underspent by \$9,690 and the FSS program was over spent by \$717.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

P. Leifker reported there were 88 program participants in the FSS program. Of that number, 49 are at level one, 18 were at level two, 11 in level three, and ten in level four. There was one new contract established, no graduates, 39 open escrow accounts, and 52 homeownership clients.

G. VASH Reports (new VASH and active VASH)

There were two new VASH clients for the month of November and 30 active participants in the VASH program

H. Langan Investigations Criminal Background Screening and Fraud Investigations

For the month of November there were 14 new investigations assigned, three previous investigations were closed, 13 remain active. There were 108 applications processed, all were approved. P. Leifker then displayed the charts of the initial applications for November broken down by municipality, showing the greatest number fraud investigations occurring in Green Bay, followed by De Pere. Initial applications were similar with the largest number of applications from residents of Green Bay followed by De Pere and Howard.

OLD BUSINESS:

None

NEW BUSINESS:

3. Consideration with possible action regarding request for funding from Greater Green Bay Habitat for Humanity.

R. Hallet introduced C. Haltaufderheid, the Executive Director of Habitat for Humanity, as well as staff members M. Sahs and M. Heeler. R. Hallet explained the guests were in attendance to speak to the Authority in regards to a request for funding. She explained that Habitat has owned property on Western Avenue in Green Bay for several years, but has been unable to develop the land due to the lack of infrastructure. In order to make the property developable they are requesting to partner with the BCHA for a provision of funding.

C. Haltaufderheid thanked the Authority for allowing them to speak. She explained that this project is something they would love to move forward on. Habitat has owned the lots for four to five years without the ability to develop the infrastructure due to keeping the costs down.

C. Haltaufderheid informed the Authority that Habitat does not give away homes. Habitat is a nonprofit organization. She explained that Habitat just completed their 97th home in the greater Green Bay area. She added that Habitat makes their homes affordable with a zero interest mortgage to all of the families. She stated that the homes are kept at a lower cost due to volunteer labor as well. Habitat families pay property taxes, home owners insurance, and mortgage payments. She added that in 2015 Habitat had over 1,000 volunteers donate 24,000 hours. Also in 2015 \$900,000 was spent locally within the greater Green Bay community. She added that Habitat families paid \$164,000 in property taxes in 2015. To date Habitat has put \$7.5 million into the local tax base since their inception 29 years ago.

C. Haltaufderheid explained that currently Habitat is working on the east side of Green Bay, putting up twindo condominium homes. She stated they worked with the City to develop that area and make the entrance to downtown east side Green Bay very pleasant as well as provide affordable homes to deserving families. She added that Habitat's goal is to find a permanent

solution to the housing need. She explained that Habitat has been surveying families that have been placed in homes in order to develop outcomes. The data has shown that these families are living in a safer community, families are moving on and breaking generational poverty cycles, families are paying taxes, and only three foreclosures have been reported to date.

C. Haltaufderheid explained that the Western Avenue project has been a sore subject since the land was acquired. She added that there are currently five plus families waiting for housing right now. She stated there is a meeting in January where Habitat will possibly approve 10 to 15 more families. She explained that to qualify, families have to meet three criteria. One of those is the need for housing. Habitat has a selection process where they tour the home the family is currently living in to determine if there is a need. She stated that Habitat will not approve a family until a committee of two to three people goes through the home. The second thing is that families must have the ability to pay. Habitat guidelines state that families' income has to be at 30 to 60 percent of the Brown County medium income. The third criteria is that families have to partner with Habitat and commit to giving 500 sweat equity hours as a family, or 300 as a single parent family.

C. Haltaufderheid explained that there is no infrastructure on the parcel of land on Western Avenue. She explained that in order to build on the lot, sewer and water lines need to be put in. She stated that Habitat is also working with the City to provide homes with garages. She explained this will help avoid people needing to park in the streets. The addition of garages requires additional funding. She explained that because of the ordinances in Green Bay Habitat is required to put in garages; whereas Habitats in other communities generally do not add garages to their homes. She explained that the lot sizes on Western Avenue are 260 ft. deep.

She stated that currently for an average family to afford a home, their mortgage payments are around \$600.00. Many of these families otherwise pay \$750-\$900 in rent. She stated that by providing these families permanent homes they less reliant on government assistance, and also take pride in ownership of their home.

C. Haltaufderheid provided the Authority with five house plans that will be used on the Western Avenue lot. M. Heeler explained that the plan would be to build two homes in summer of 2017, two in fall of 2017, and one in spring of 2018. C. Haltaufderheid stated the land on Western Avenue is not currently on the tax base, so by being able to build these homes they would be putting the land back on the tax base. She explained that Habitat cannot afford the additional \$20,000-\$30,000 to provide the infrastructure to the land. She explained that by adding that to the cost of the homes it would take the homes out of the realm of affordability for the families.

C. Haltaufderheid explained she and her staff are in attendance to take questions from the Authority.

A. Hartman questioned if the plan for home number one would have a detached or attached garage. C. Haltaufderheid stated that all homes will have detached garages. A. Hartman questioned if the plan for home five would be altered to have a detached garage. M. Sahs explained that Habitat would like to keep one home handicap accessible if there is a handicap family. He stated that depending on the family need the homes would all have detached garages. C. Haltaufderheid explained that lot five on Western Avenue is a little bigger which would be ideal for an ADA accessible home. C. Renier-Wigg explained that one of the things discussed with Habitat was how deep the lots were, and if all the homes had attached garages they would be set up for car stacking in the front of the house, which Habitat wants to avoid.

She explained that by detaching the garage it allows the garage to be placed in the back of the house which provides more parking spaces in the driveway as well as improved access into the backyard. A. Hartman questioned if the homes built on Chicago Street are 220 ft. deep. M. Heeler stated she believes those lots are 160 ft. deep. C. Haltaufderheid explained that there was a plan at one point to do a cul-de-sac which would allow for seven homes on the property. She explained that this plan was not affordable. She added that there are railroad tracks behind the property and apartment buildings across the street, so the options are limited on what can be done with the property. She also explained that the average home cost is about \$115,000 which does not include labor. She stated that Habitat's labor is voluntary with the exception of anything that has to be licensed such as a plumber or electrician.

A. Nicholson questioned if five homes are going to be put on the property on Western Avenue. M. Heeler explained that it is two parcels of land. She explained that one home would be stand alone on one parcel, and the other four would be built on the second parcel.

C. Goddard questioned if the blue lot on the map provided is the stand alone lot. C. Haltaufderheid confirmed. C. Renier-Wigg stated that the other parcel is one big lot which will need to be surveyed and split up to provide the four lots. A. Nicholson questioned why Habitat is doing five homes on that property. C. Haltaufderheid explained they are doing it to serve the needs of the community better. She stated the property on Western Avenue is a big piece of land which would allow for each lot to be 57 ft. wide. She added that the average Habitat lot size is 50 ft. wide. She explained that Habitat would prefer the lots to be 50 ft. wide because their mission statement is to build simple, decent, and affordable housing. A. Nicholson questioned how wide the lots on Western Avenue would be. M. Heeler stated they are 57.32 ft. wide. M. Sahs stated that that lot size is similar to what the rest of the neighborhood's lot sizes are.

A. Hartman questioned why sewer and water was never put on this lot. M. Sahs stated he believes it was because the lot was access for the railroad tracks. C. Haltaufderheid explained that the lot outlined in blue on the map is currently being used by the Brown County Extension as a community garden. She explained that the Extension is fully aware that Habitat is planning on developing the property. She added that by developing the property left to right this lot would be the last to be developed which would allow them to continue to use it as their garden next year.

A. Nicholson questioned if Habitat was requesting finances to add sewer and water to the land. C. Haltaufderheid confirmed adding that it is also for lot surveying. She stated the total requested amount is \$115,000. She explained that would cover the amount it would cost to provide infrastructure to the land which would allow Habitat to build the homes. A. Nicholson questioned where the money would come from at the Authority. R. Hallet explained it would come from revenue bonds. A. Nicholson questioned how much the Authority had in revenue bonds. S. Schmutzer stated it was over \$600,000. She added that it was put into the 2017 budget, approved at last month's meeting.

T. Deidrick questioned if Habitat has ever considered making the homes visitable for people with disabilities. He explained that one entrance to the home would be accessible with a ramp and wider door. The bathroom would also be larger for a person in a wheel chair to get into and close the door. He explained that visitable homes would be visitable, but wouldn't have accessibility features to the extent of an ADA accessible home. M. Sahs explained that one plan is to provide one home with an accessible entrance and a bathroom with a roll in shower.

He added that Habitat has requested to keep that home available to a family with a disability. M. Heeler stated she believes that T. Deidrick is requesting to have this done on all the homes. T. Deidrick confirmed. He stated that he is talking about visitability, not a home for someone with a disability to live in. He explained it would make it easier for visitors with disabilities. He added it would have one accessible entrance, a wider door, and a bathroom with a 5 ft. radius. C. Haltaufderheid stated that Habitat is open to all discussions on the topic. She added that any door that is put in any home right now is three feet wide, so that is already taken care of. She explained that the homes provided are all concept homes. She added that if Habitat can do what he is suggesting at no additional cost; there would be no reason not to.

C. Goddard stated that BCHA has the money, and they are legally allowed to do this. He questioned if that would be the extent of the partnership, or would there be a continued relationship with the Authority and Habitat. R. Hallet stated this would allow the Authority to continue to serve the community with its mission in a new way, since the majority of what BCHA currently does is in regards to rental assistance. She added that partnering to make homeownership more feasible to more families would be very positive.

C. Haltaufderheid stated that she believes that this aligns with the BCHA goals and objectives. She added that there is no one else in Brown County to fulfill this goal. She stated that many other organizations are focused on rental units, whereas Habitat's focus is homeownership.

A. Nicholson questioned if Habitat builds the houses and sells them to the families, and they become the homeowners. C. Haltaufderheid confirmed. M. Heeler explained that the families take on full responsibility of maintaining the home. A. Nicholson questioned if the families get a loan from the bank. C. Haltaufderheid stated that Habitat is the bank, explaining that Habitat provides the families an interest free mortgage through a revolving home building fund. C. Haltaufderheid explained that Habitat has \$5.2 million out in mortgages currently. She explained that some mortgages are serviced by a bank, but Habitat provides the interest free mortgage.

A. Nicholson questioned what the success rate is. C. Haltaufderheid explained that there have been three foreclosures to date out of 97 families, which is below the Brown County and national average. A. Nicholson questioned what happens if the families cannot make the payments. C. Haltaufderheid explained that Habitat will work with the family. A. Nicholson questioned if families ever move on to somewhere else. C. Haltaufderheid explained that the families are able to sell their homes. M. Heeler expanded on this, stating that families have a right to sell their home, but Habitat holds a silent second mortgage on the home which is the difference between the construction cost and the appraised value. If the families do sell their home they would owe that amount back to Habitat which in turn allows more homes to be built. She explained the second mortgage is a protection on their end so families are not purchasing a home at a lower rate and flipping it, trying to sell it for more money. C. Haltaufderheid explained that this week Habitat is holding their first mortgage burning ceremony. She explained that the Greater Green Bay Habitat has been in existence for 29 years and a woman has been able to pay off her house. Habitat is bringing her in to celebrate with her.

A. Nicholson questioned if Habitat can afford the \$115,000 to add the infrastructure to the lot. C. Haltaufderheid stated they cannot. She explained that Habitat is fighting for every dollar they get. Several corporations have moved away, and Habitat does not get a lot of funding from the Greater Green Bay Community Foundation or the Cornerstone Foundation. She stated they don't get as much funding because their outcomes are not proven in a way that corporations

would like to see. Habitat's outcomes are measured differently, but corporations have moved away from donating. She explained that Habitat gets their fair share of funding, but stated that they are always fighting for the dollar. She stated Habitat would not be able to take on the \$115,000 in at least the next two years. M. Heeler explained that they are asking for the \$115,000 for infrastructure and Habitat will then pay for all the construction costs as normal. She stated the reason they are coming to the BCHA is because this is something out of their normal realm. Sponsors and donors want to see their money allocated to directly help the families. This is something that is harder for them to see the big picture.

A. Hartman stated that when the houses were being built on Crooks Street she received several phone calls questioning what was being built. She stated that she explained to the callers that Habitat for Humanity was building two houses and the callers would respond positively. She stated that the experience has been that the families that Habitat brings into the neighborhood are good neighbors.

C. Haltaufderheid shared a story of a woman who moved into A. Hartman's neighborhood. She explained that shortly after moving in the woman had some medical problems which required her leg to be amputated. C. Haltaufderheid explained that the woman lived in Habitat's first two story home, but since that happened, Habitat has gone in and built her a ramp, and put in a chair lift. She explained that those were added expenses, but the woman was a single mom with three children that needed their help. M. Heeler explained that those expenses were able to be added to the woman's mortgage so she had no upfront costs.

A. Nicholson questioned if Habitat had duplexes in Green Bay. C. Haltaufderheid explained they do not have duplexes; they are currently building homes that resemble duplexes. She stated the homes are being built on the corner of Walnut and Baird. She explained that the homes will look like duplexes, but they are six individual homes. She added that they are four bedroom homes and are the largest that Habitat has built in Green Bay. C. Renier-Wigg explained that they are like side by sides.

A motion was made by A. Nicholson and seconded by C. Goddard to approve the request for funding from the Greater Green Bay Habitat for Humanity. Motion carried.

4. Consideration with possible action regarding the televising and posting of BCHA audio and visual recordings on Brown County's website.

R. Hallet explained that the BCHA meetings are no longer posted on the City website. She explained that she contacted Brown County, and found they contract with NEWEYE which is an organization that provides digital media services. She explained that BCHA was offered a variety of ways to post the meetings. The meeting video can be posted to the NEWEYE website to which a link would be posted on the BCHA webpage. The meetings could also be available to subscribers of ROKU and Apple TV. She stated that two other optional ways is the meetings could be broadcasted on Time Warner channel four and AT&T U-Verse. She explained that BCHA approval is needed before any action can be taken.

A. Hartman questioned if right now there was anything on the City of Green Bay website. R. Hallet confirmed there is not. A. Nicholson questioned if there was a cost to post the video. R. Hallet stated that NEWEYE already has a contract with Brown County and since BCHA is considered a Brown County entity there is no cost passed on to BCHA.

A motion was made by C. Goddard and seconded by A. Nicholson to accept as proposed. Motion carried.

5. Consideration with possible action regarding a request for the approval of a HUD waiver to a potential conflict of interest with a Brown County Supervisor who has indirect involvement in a rental property in which the tenants receive Housing Choice Voucher assistance.

R. Hallet explained that each year a conflict of interest policy is sent out to employees and board members asking if there are any potential conflicts. She stated that this year one Brown County Supervisor, who was newly elected, has an indirect interest in that her husband and brother-in-law own a duplex and both units are in HAP contracts for the HCV program. R. Hallet explained that she has requested from HUD the approval of a waiver. HUD requested that the waiver be approved by the Authority. R. Hallet explained that HUD wants the Authority to be aware that there is already a HAP contract existing for these properties and that the County Supervisor will not exercise any responsibilities or functions with respect to the decisions or contract administration related to these HAP contracts. The County Supervisor has also stated that she will not enter into any further HAP contracts while she is serving as a Brown County Supervisor.

A motion was made by A. Nicholson and seconded by C. Godard to approve the request for the approval of a HUD waiver to a potential conflict of interest with a Brown County Supervisor who has indirect involvement in a rental property in which the tenants receive Housing Choice Voucher assistance. Motion carried.

BILLS AND FINANCIAL REPORT:

6. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer explained that the bill for the rerecording fees of the mortgages that needed to be re-recorded was received. She explained that the County had a couple questions on some of the re-recordings, so there may be a couple more bills coming through in the next couple months for those. She stated that the re-recordings are all taken care of.

A motion was made by A. Nicholson and seconded by C. Goddard to approve BCHA bills. Motion carried.

7. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer explained that December is the end of BCHA's fiscal year and things are looking good. She stated there is nothing out of the ordinary.

A motion was made by A. Nicholson and seconded by C. Goddard to approve and place on file the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

8. Review Priorities at your PHA section of Lead the Way training

R. Hallet explained that the Lead the Way Training added a few new modules. She added there is no quiz to accompany this module. She stated that in the meeting packet there is a worksheet for the commissioners to complete to help them understand the BCHA. She explained that it is long, but many parts don't apply to the BCHA. She proposed that the Authority can complete the worksheets on their own and discuss it at the next meeting, or the

commissioners can choose not to do it at all. She added that the GBHA did the worksheet and found it interesting. She explained that it may take some research to find the answers, but staff could provide a cheat sheet to help the commissioners find the answers more easily.

T. Diedrick stated that the Authority has done a lot of the background work when the RFP was developed for the new contract a couple years ago. R. Hallet agreed. T. Diedrick added that the Authority got into a lot of detail. R. Hallet questioned if T. Deidrick was suggesting that the worksheet was not necessary. T. Diedrick stated that because he has been on the committee for so long he did not feel like it was. A. Nicholson suggested that the Authority try the worksheet. A. Hartman agreed, stated that the other commissioners were not involved in the development of the RFP. C. Goddard questioned where they would find the answers. S. Schmutzer stated that she will put together the financial portion and send it out to them. That information can be used to do the calculations.

R. Hallet explained that staff will put together a sheet to help guide the Commissioners and then discuss the worksheet at the next meeting.

9. Schedule of BCHA Meetings for 2017

R. Hallet explained that there are two meeting dates in 2017 that conflict with the WAHA spring and fall conferences. Those meetings have been moved a week later, but same day and time.

10. Date of next meeting: January 16, 2017

A motion was made by A. Nicholson and seconded by C. Goddard to adjourn the meeting. Motion carried. Meeting adjourned at 4:19 pm.

MKW: RAH